

Being Prepared With Life Contingency and Emergency Planning and Preparation

Section IV

Introduction to Business Emergency Plans

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Preparedness Planning for Your Business

Businesses can do much to prepare for the impact of the many hazards they face in today's world

- Organize, develop and administer your preparedness program
- Identify regulations that establish minimum requirements for your program

• Planning

- Gather information about hazards and assess risks
- Conduct a business impact analysis (BIA)
- Examine ways to prevent hazards and reduce risks

• Implementation

Write a preparedness plan addressing:

- Resource management
- Emergency response
- Crisis communications
- Business continuity
- Information technology
- Employee assistance
- Incident management
- Training

• Testing and Exercises

- Test and evaluate your plan
- Define different types of exercises
- Learn how to conduct exercises
- Use exercise results to evaluate the effectiveness of the plan

• Program Improvement

- Identify when the preparedness program needs to be reviewed
- Discover methods to evaluate the preparedness program
- Utilize the review to make necessary changes and plan improvements

CRITICAL BUSINESS FUNCTIONS

Critical Business Functions Chart

After you have identified the criticality and maximum downtime for each critical business function, you will record each function and the impact it has on other business functions in the chart below. It is your objective to identify all the resources and personnel required to restore or reproduce this function *during a recovery*. After identifying what will be required to reproduce each critical business function, make sure you include a brief guide on how to restore this function in a recovery environment.

Function	Criticality	Maximum Downtime	Person/Team	Required Resources	Impacted Functions	Brief Process to Complete Function
Example: Insurance Claims	High	2 Days	A. Jones - Mgr. Alt 1: K. Smith Alt 2: R. Howard	10 employees, phones, claim mgt software, paper forms	Claims assessing, filing	Take calls, document in system, file
Example: Open new savings acct.	Low	1 Week	L. Singleton	1 employee, account mgmt software, N103-B form, printer	New accounts	Customer completes N103-B form onsite, enter into system

Know Your Risks

Use this form to review potential threats. Fill in one field for probability and one field for severity. Finally, multiply the probability and severity levels and enter the total in the total value column.

THREATS	Probability (0-5)	Severity (0-5)	Total
Earthquake			
Tornado/Wind/Hurricane			
Flood			
Severe Winter Weather			
Interior Fire			
Wildfire			
Loss/Illness of Key Staff			
Workplace Violence			
Software/Hardware Failure			
Power Outage			
Loss of Utilites (water, gas, electricity, etc.)			
Pandemic/Epidemic/Flu			
Loss of Premises			
Other			
Other			
Other			
Other			
Other			
Other			

Disaster Public Education

Web sites

Government Sites	
Be Ready Campaign	www.ready.gov
Agency for Toxic Substances and Disease Registry	www.atsdr.cdc.gov
Centers for Disease Control and Prevention	www.cdc.gov
Citizen Corps	www.citizencorps.gov
Department of Commerce	www.doc.gov
Department of Education	www.ed.gov
Department of Energy	www.energy.gov
Department of Health and Human Services	www.hhs.gov/disasters
Department of Homeland Security	www.dhs.gov
Department of Interior	www.doi.gov
Department of Justice	www.justice.gov
Environmental Protection Agency	www.epa.gov
Federal Emergency Management Agency	www.fema.gov
Food and Drug Administration	www.fda.gov
National Oceanic and Atmospheric Administration	www.noaa.gov
National Weather Service	www.nws.noaa.gov
Nuclear Regulatory Commission	www.nrc.gov
The Critical Infrastructure Assurance Office	www.ciao.gov
The White House	www.whitehouse.gov/response
U.S. Department of Agriculture	www.usda.gov
U.S. Fire Administration	www.usfa.fema.gov
U.S. Fire Administration Kids Page	www.usfa.fema.gov/kids
U.S. Geological Survey	www.usgs.gov
U.S. Office of Personnel Management	www.opm.gov/emergency
U.S. Postal Service	www.usps.gov
USDA Forest Service Southern Research Station	www.wildfireprograms.com